

PERSONNEL/JUDICIAL COMMITTEE

A G E N D A

TUESDAY, APRIL 20, 2010

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.		
	I	CALL TO ORDER
	II	ROLL CALL
1 - 3	III	MINUTES (3/16/10)
	IV	PUBLIC INPUT
	V	PETITIONS AND COMMUNICATIONS
	A.	Commissioner Coonan - County Commissioners' Health Care (Discussion)
4- 7	B.	Drain Office Civil Engineer - Bay County Remonumentation Representative (Seeking his appointment as Bay County Remonumentation Representative - proposed resolution attached)
9-11	C.	Personnel Director
12	1.	Reorganization of County Functions/Duties under County Executive (Proposed resolution attached - note: public hearing required and will be scheduled for 5/11/10 Board meeting)
13	2.	Vacancies (Seeking authorization to post/fill - proposed resolution attached)
	a.	Prosecutor's Office - Assistant Crime Victim's Advocate (temporary)
	b.	Animal Control - Animal Control Officer (ft)
	c.	Juvenile Home - Youth Development Worker (ft)
14	D.	Financial Analyst - Job Posting - Typist Clerk II In Health Department WIC/Immunization
	VI	REFERRALS
	VII	UNFINISHED BUSINESS
	VIII	NEW BUSINESS
	IX	MISCELLANEOUS
	X	ADJOURNMENT

PLEASE NOTE: THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL, DEPARTMENT/DIVISION HEAD PLACING AN ITEM ON THE PERSONNEL/JUDICIAL COMMITTEE AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.

PERSONNEL/JUDICIAL COMMITTEE

MINUTES

MEETING OF THE PERSONNEL/JUDICIAL COMMITTEE ON TUESDAY, March 16, 2010, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 4:00 P.M. by Chair Krygier.

Roll call:

MOTION NO.

COMMISSIONERS PRESENT	1	2	3	4	5	6	7	8	9	10	11
ERNIE KRYGIER, CHAIR P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
KIM COONAN, VICE CHAIR P	Y	Y	Y	M/Y	M/Y	S/Y	Y	Y	S/Y	M/Y	Y
MICHAEL J. DURANCZYK P	S/Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
PATRICK H. BESON P	M/Y	S/Y	Y	Y	Y	Y	M/Y	Y	Y	Y	Y
VAUGHN J. BEGICK P	Y	Y	Y	Y	Y	Y	S/Y	Y	Y	Y	S/Y
DONALD J. TILLEY P	Y	M/Y	S/Y	S/Y	S/Y	M/Y	Y	S/Y	M/Y	Y	M/Y
BRIAN K. ELDER, EX OFFICIO P	Y	Y	M/Y	Y	Y	Y	Y	M/Y	Y	S/Y	Y

MOTION NO.

COMMISSIONERS PRESENT	12	13	14	15	16	17	18	19	20	21	22
ERNIE KRYGIER, CHAIR											
KIM COONAN, VICE CHAIR											
MICHAEL J. DURANCZYK											
PATRICK H. BESON											
VAUGHN J. BEGICK											
DONALD J. TILLEY											
BRIAN K. ELDER, EX OFFICIO											

MOTION NO.

COMMISSIONERS PRESENT	23	24	25	26	27	28	29	30	31	32	33
ERNIE KRYGIER, CHAIR											
KIM COONAN, VICE CHAIR											
MICHAEL J. DURANCZYK											
PATRICK H. BESON											
VAUGHN J. BEGICK											
DONALD J. TILLEY											
BRIAN K. ELDER, EX OFFICIO											

OTHERS PRESENT: G.GWIZDALA, C.MAILLETTE, T.HICKNER, M.FITZHUUGH, T.QUINN, F.HORGAN, R.PABALIS, R.REIMANN, J.RIVET, M.RUHLAND, B.GOIK, J.MILLER, J.MCGLINCHEY, L.OGAR, R.REDMOND, BAY 3 TV, D.BERGER

M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS.-ABSTAIN; E-EXCUSED; A-ABSENT

-/-

**PERSONNEL/JUDICIAL COMMITTEE
TUESDAY, MARCH 16, 2010
PAGE 2**

MOTION NO.

- 1 MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE
FEBRUARY 16, 2010 PERSONNEL/JUDICIAL COMMITTEE MEETING AS
PRINTED.**

Public input was called. Sheriff Miller spoke to the Governor's budget proposal for 2010 which will take \$2.6 million from Sheriff Department funding to the Michigan State Police budget to fund 25 troopers. This more than likely will result in the lay-off of 39 deputies statewide. Sheriff Miller urged this Board to adopt a resolution opposing this and to contact our Legislators voicing their opposition, the sooner the better. Commissioner Coonan noted that this is the beginning - this will be going on in the upcoming months. Bay County must seriously look at how to deal with future budget cuts.

Joseph Rivet, Drain Commissioner, spoke to available grant funding to hire an Intern for the Bay Area Storm Water Authority to ensure compliance with new requirements imposed by the MDNRE with respect to storm water quality under the federal Clean Water Act. BASWA is expected to approve \$4,000 towards the cost of the program and approx. \$2,000 of the \$20,000 grant will be allocated for data list development. This position will be 100% grant reimbursed. A budget adjustment is in process.

Committee Chair Krygier moved the closed session to this point of the meeting. It was

- 2 MOVED, SUPPORTED AND CARRIED TO GO INTO CLOSED SESSION
PURSUANT TO MCLA 15.268, SEC. 8 (C): FOR STRATEGY AND
NEGOTIATION SESSIONS CONNECTED WITH THE NEGOTIATION OF A
COLLECTIVE BARGAINING AGREEMENT WHEN EITHER NEGOTIATING
PARTY REQUESTS A CLOSED HEARING. (ROLL CALL VOTE).**
- 3 MOVED, SUPPORTED AND CARRIED TO GO BACK TO REGULAR SESSION.**
- 4 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL
OF THE COMMUNITY CORRECTIONS BOARD RECOMMENDED MDOC
ELECTRONIC MONITORING FEES. (COMMUNITY CORRECTIONS)**
- 5 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL
TO POST/FILL A FULL TIME PUBLIC HEALTH NURSE VACANCY IN THE
HEALTH DEPARTMENT.**
- 6 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL
TO POST/FILL A MANDATED CFO VACANCY AT THE SHERIFF
DEPARTMENT,**
- 7 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL
TO POST/FILL AN ON-CALL COOK VACANCY IN THE DIVISION ON
AGING.**

PERSONNEL/JUDICIAL COMMITTEE
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MOTION NO.

- 8 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A STAFF ACCOUNTANT VACANCY IN THE DRAIN OFFICE.**
- 9 MOVED, SUPPORTED AND CARRIED TO POST/FILL A GRANT FUNDED INTERN POSITION FOR THE BAY AREA STORM WATER AUTHORITY IN THE DRAIN OFFICE.**

The issue of additional hours (850) for Resilient C will be referred to the April Ways and Means Committee meeting.

- 10 MOVED, SUPPORTED AND CARRIED TO RECEIVE THE OFFICE OF ASSIGNED COUNSEL MONTHLY REPORT.**
- 11 MOVED, SUPPORTED AND CARRIED TO ADJOURN (5:10 P.M.) .**

Submitted by:

Deanne Berger

Deanne Berger
Board Coordinator

From: Mark Basket
To: Deanne Berger
Date: 4/14/2010 4:09 PM
Subject: County Representative
Attachments: mjm letter.pdf; admin rules.pdf

Deanne-

Mike MacDonald resigned from the position of Bay County Reemonumentation Representative as of February 1, 2010. I sent an email to him the end of January about appointing me as county rep. I forrgot to follow up until recently. According to the administrative rules, also attached, the county board needs to appoint the county representative. The county representative must be a professional surveyor, which I am. Let me know if you need any additional information or if you have any questions.

-Mark

Mark Basket, PS
Bay County Drain Office
515 Center Avenue
Bay City MI 48708
Ph: (989) 895-4290
Fax: (989) 895-4292
email: basketm@baycounty.net

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MICHAEL J. MACDONALD, PS

2112 26th St
Bay City, MI 48708

January 14, 2010

Mark Basket, PS
Bay County Drain Office
515 Center Avenue
Bay City, MI 48708

Dear Mark,

This letter is to notify you of my intent to resign my appointed position as Representative for the Bay County Remonumentation Program on February 1, 2010. With the help and cooperation of yourself and other County officials, we have completed the remonumentation of virtually all of the corners that are eligible for State grant funding under this program. Although significant work remains to be done in acquiring GPS coordinates on the corners, it will require much less effort on the part of the County Representative. Per our conversation, you have agreed to take on this role and I know that I am leaving it in good hands.

It has been a privilege to have been involved with this program since its inception in 1993 and I will be glad to assist you in any way that I can as the effort on it continues.

Sincerely,


Michael J. MacDonald, PS

SOAHR Admincode

Page 1 of 3



DEPARTMENT OF CONSUMER AND INDUSTRY SERVICES

BUREAU OF CORPORATIONS, SECURITIES AND LAND DEVELOPMENT

SURVEY AND REMONUMENTATION COMMISSION

GENERAL RULES

(By authority conferred on the department of commerce by section 17 of Act No. 345 of the Public Acts of 1990, being S54.277 of the Michigan Compiled Laws)

R 54.201 Definitions.

Rule 1. (1) As used in these rules:

(a) "Act" means Act No. 345 of the Public Acts of 1990, being S54.261 et seq. of the Michigan Compiled Laws.

(b) "Applicant" means a county or counties that apply for a grant pursuant to the act.

(c) "Application" means a grant application on a form that is prescribed by the commission.

(d) "Commission" means the state survey and remonumentation commission that is created pursuant to the act.

(e) "Grant agreement" means the annual contract between the state and an applicant that includes the work program to be undertaken.

(f) "County grant administrator" means a person who is appointed by the county board of commissioners as the individual who is responsible for completing and submitting the annual application for survey and monumentation grant to the state of Michigan and administering the approved annual grant. The county grant administrator's duties shall be set forth in the commission-approved county plan.

(g) "County representative" means the person who shall perform any duties that are assigned by law and other duties as described in the commission-approved county plan and who is either of the following entities, as applicable:

(i) The county surveyor, whether elected or appointed, pursuant to the provisions of section 95 of chapter 14 of the Revised Statutes of 1846, as amended, being S54.95 of the Michigan Compiled Laws.

(ii) The licensed surveyor who is appointed by the county board of commissioners if the county does not have a county surveyor.

(h) "Recipient" means an applicant that receives a grant award pursuant to the act.

(2) Terms defined in the act have the same meanings when used in these rules.

History: 1992 AACs.

R 54.202 Commission meetings.

Rule 2. For commission meetings, a majority of the members of the commission constitutes a quorum. All business is transacted by motion. To approve a motion, there shall be support by a majority vote of the members who are present at the meeting, including the chairperson. An agenda shall be prepared and made available to the public at a time in advance of, and at, the meeting.

History: 1992 AACs.

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No. 2010-

BAY COUNTY BOARD OF COMMISSIONERS

5/11/10

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (4/20/10)
WHEREAS, On February 1, 2010 Michael MacDonald resigned from the position of Bay County Remonumentation representative; and
WHEREAS, According to the Administrative Rules, the county board needs to appoint a county representative who must be a professional surveyor; and
WHEREAS, Mark Basket, Civil Engineer in the Drain Office, is a professional surveyor and he agrees to assume the duties of the Bay County Remonumentation representative; Therefore, Be It
RESOLVED By the Bay County Board of Commissioners that Mark Basket, Civil Engineer in the Drain Office, is hereby appointed as Bay County Remonumentation representative.

ERNIE KRYGIER, CHAIR
AND COMMITTEE

Drain Office - Remonumentation Representative

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Colleen M. Maillette				Brian K. Elder			
Patrick H. Beson				Ernie Krygier				Eugene F. Gwizdala			
Vaughn J. Beglck				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____



**BAY COUNTY
PERSONNEL DEPARTMENT**

Tim Quinn
Personnel Director
quinnt@baycounty.net

Thomas L. Hickner
County Executive

April 15, 2010

Mr. Ernie Krygier, Chairperson
Personnel/ Judicial Committee
Bay County Board of Commissioners
515 Center Avenue
Bay City, MI 48708

Re: Items for the Agenda of the Personnel/Judicial Committee

Dear Commissioner Krygier:

Please consider the following items for the agenda of your committee for its meeting on April 20, 2010.

- 1. Request:** Move the purchasing agent from the Finance Department to Recreation and Administrative Services.

Background: Purchasing functions have been under the Finance Department for a number of years. However, because the Department of Recreation and Administrative Services processes substantial purchasing activities, it was determined that efficiency would be enhanced by transferring this function to Recreation and Administrative Services.

Finance/Economics: Use existing budgeted funds - no additional funds requested.

Recommendation: Move to the full board for approval.
- 2. Request:** Move Animal Control from Environmental Affairs and Community Development to Recreation and Administrative Services.

Background: Animal Control had been managed by the department head of Environmental Affairs. This function is more closely aligned to the work performed by Recreation and Administrative Services employees. Additionally, this will allow Environmental Affairs and

Mr. Ernie Krygier, Chairperson
Personnel/ Judicial Committee
Bay County Board of Commissioners
April 15, 2010
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Community development staff to focus more on its core business functions.

Finance/Economics: Use existing budgeted funds - no additional funds requested.

Recommendation: Move to the full board for approval.

3. **Request:** Move housing rehabilitation functions from Environmental Affairs and Community Development to Recreation and Administrative Services.

Background: Housing rehabilitation duties have been performed by the Director of Environmental Affairs and Community Development and they will now be handled by the purchasing agent, who is assigned to Recreation and Administrative Services. This move is made for efficiency of administration.

Finance/Economics: Use existing budgeted funds - no additional funds requested.

Recommendation: Move to the full board for approval.

4. **Request:** Move the emergency services coordinator position from the Health Department, Emergency Division to 9-1-1 Central Dispatch.

Background: Emergency services coordinator has been located at the Health Department and the position works closely with Central Dispatch. Based on the location of the work, the position would be best administered at the 911 Call Center.

Finance/Economics: Use existing budgeted funds - no additional funds requested.

Recommendation: Move to the full board for approval.

5. **Request:** The Prosecutor would like to post and fill a temporary vacancy in his office.

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Mr. Ernie Krygier, Chairperson
Personnel/ Judicial Committee
Bay County Board of Commissioners
April 15, 2010
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- Background:** Current assistant crime victim's advocate is on an extended leave of absence.
- Finance/Economics:** Grant-funded position at \$17.40 per hour with no benefits. Non-union, temporary assignment.
- Recommendation:** Move to the full board for approval to post and fill.
6. **Request:** Post full-time animal control officer vacancy.
- Background:** Vacancy is due to a resignation.
- Finance/Economics:** \$15.35 per hour entry, progressing to \$18.25 per hour after 2 years (TU08). Full-time USW union, with benefits.
- Recommendation:** Move to full board for approval to post and fill a full-time animal control officer position.
7. **Request:** Post full-time youth development worker vacancy at the Juvenile Home.
- Background:** Position was vacated in June of 2009 when an employee transferred to Animal Control.
- Finance/Economics:** \$13.95 per hour entry, progressing to \$16.56 per hour after 2 years (TU07). Full-time USW union, with benefits.
- Recommendation:** Move to full board with approval to post a full-time youth development worker position. In the event a part-time employee is transferred to full-time status, it is also recommended to grant permission to hire 2 additional part-time youth development workers. The hiring of 2 part-time youth development workers will not increase the usage of hours, however, ensure that there are enough available staff to cover shifts.

Mr. Ernie Krygier, Chairperson
Personnel/ Judicial Committee
Bay County Board of Commissioners
April 15, 2010
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Thank you for considering these items for the agenda of your committee.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Quinn".

Tim Quinn, Director
Personnel and Employee Relations

cc: Tom Hickner
Michael Gray
Marty Fitzhugh
Laura Ogar
Juli Bollman
Kurt Asbury
Mike Halstead
Eric Boks
Matt Burley

G:\Board\Personnel-Judicial\2010\April.wpd

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BAY COUNTY BOARD OF COMMISSIONERS
5/11/10

RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (4/20/10)

WHEREAS, As the result of review of staffing and assigned duties, county administration is recommending reorganization of specific functions that fall under the County Executive's pursuant to P.A. 139; and

WHEREAS, The reorganization will have no financial impact on the budget; Therefore, Be It

RESOLVED By the Bay County Board of Commissioners that effective immediately the following reorganization is approved:

To Department of Recreation and Administrative Services

1. Purchasing Agent (from Finance Department)
2. Animal Control (from Environmental Affairs and Community Development)
3. Housing Rehabilitation (from Environmental Affairs and Community Development)

To 9-1-1 Central Dispatch

1. Emergency Services Coordinator (from Health Department)

ERNIE KRYGIER, CHAIR
AND COMMITTEE

County Executive - 2010 Reorganization

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Colleen M. Mallette				Brian K. Elder			
Patrick H. Beson				Ernie Krygier				Eugene F. Gwizdala			
Vaughn J. Beglick				Klm Coonan				Donald J. Tilley			

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
 AMENDED _____ CORRECTED _____ REFERRED _____

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BAY COUNTY BOARD OF COMMISSIONERS**5/11/10****RESOLUTION**

BY: PERSONNEL/JUDICIAL COMMITTEE (4/20/10)

RESOLVED By the Bay County Board of Commissioners that concurrence is given to post/advertise/fill the following full time/part time/temporary/seasonal or co-op positions/vacancies, monies for said positions to come from the respective departmental budgets:

- A. Prosecutor's Office - Assistant Crime Victim's Advocate (temporary)
- B. Animal Control - Animal Control Officer (ft)
- C. Juvenile Home - Youth Development Worker (ft)

RESOLVED That budget adjustments, if required, are approved.

RESOLVED That it is clearly understood that any positions funded through a grant shall be terminated if grant funding is terminated.

ERNIE KRYGIER, CHAIR
AND COMMITTEE

Vacancies - May 2010

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Colleen M. Mallette				Brian K. Elder			
Patrick H. Beson				Ernie Krygler				Eugene F. Gwizdala			
Vaughn J. Beglick				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____

March 29, 2010

F.L.S.A.: Non-Exempt

NOTICEThere is a job vacancy with the **BAY COUNTY HEALTH DEPARTMENT – WIC & IMMUNIZATION.****JOB TITLE: TYPIST CLERK II****RATE OF PAY: \$11.79 per hour entry, progressing to
\$13.91 per hour after 2 years (TU 05)**

In accordance with the Agreement between the County and Local 15167, United Steelworkers of America, preference may be given to qualified County employee applicants.

GENERAL SUMMARY: Performs routine, semi-complex, and complex clerical tasks requiring understanding of departmental activities and exercise of good judgment. Provides clerical support to the Immunization Clinic and WIC Program. Requires understanding of departmental activities and community resources. Must work well with the public. Performs typing and other clerical duties. Works under the direction of the Public Health Services Manager.

TYPICAL DUTIES:

1. Serves as clerical support to the Immunization Clinic and WIC Program. Sets appointments for clients who need services; frequently interacts with clients, clinical nurse, dietitians, supervisor, and other staff through written, telephonic, and face-to-face communications.
2. Contacts eligible clients, explains the WIC program and encourages them to participate.
3. In the event the automated system fails, may notify participants of upcoming appointments and contacts families that do not keep appointments.
4. Maintains program statistics and records; types correspondence; enters and retrieves data using a computer. Performs data entry of required participant information in MI-WIC.
5. Sends reports to the Michigan Department of Community Health, as directed.
6. Prepares materials for WIC promotional activities.
7. Assists in special projects.
8. Orders and maintains supplies and materials.
9. Processes invoices for vendor payment.
10. Conducts look-ups, searches, and verification from departmental records for interested public and other departments; uses the Internet; prepares reports.
11. Responsible for program printing and mailing.
12. Serves as secretary at meetings, taking notes and preparing summary minutes.
13. Assumes duties of other clerical and technical staff in their absence or for other reasons.
14. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency responder roles, as required.
15. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS: Typing speed of 50 WPM corrected (no more than 5 errors). Must be able to enter and retrieve information using a computer. Must have 6 to 12 months clerical experience, including successful experience communicating with the public. Must be accurate dealing with data, records, files, reports, charts and case numbers. Must be able to perform multiple tasks nearly simultaneously, such as waiting on clients, answering the telephone, typing, retrieving information, communicating with staff, etc. Must be able to communicate and courteously react to upset or angry clients.

Physical Requirements: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, up to 10 pounds of force from zero to 33 percent of the time.

Make application at www.baycounty-mi.gov or to the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, Michigan, 48708-5121, no later than **4:00 p.m., Wednesday, April 7, 2010.**

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF HANDICAPPED STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN ITS PROGRAMS AND ACTIVITIES."

G:\POSTING\Typist Clerk II WIC & Immunization 3.10.mpd

-14-